



PR/117666 | Assistant HR Manager

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント タイランド

求人ID

1551977

業種

その他（商社）

雇用形態

正社員

勤務地

タイ

給与

経験考慮の上、応相談

更新日

2025年08月12日 05:00

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

Assistant HR Manager

Location: Bangkok – Silom (Accessible by MRT/BTS)

Working hours: Monday – Friday 8:30 – 17:15 PM.

Key Responsibilities:

- Manage full loop of recruitment processes for both Thai and expatriate employees.
- Oversee new hire onboarding and resignation procedures.
- Support the implement of employee development programs e.g. training application screening, new employee orientation, training presentations, etc.
- Review and manage manuals and guidelines for employees.
- Lead and organize employee relations activities such as employee engagement projects, Happy Workplace activities

and etc.

- Manage employee welfare programs including support for weddings, funerals, and sickness.
- Maintain and update HR regulations and announcements.
- Ensure timely renewal of company related licenses and documentation support.
- Provide monthly organizational updates and employee data management.
- Lead 5S activities for office and storage areas to promote a clean and organized work environment.
- Support other ad-hoc general administration.

Qualifications:

- Bachelor's degree or higher in HRM, HRD or related field.
- At least 5 years of experience in solid HR generalists, preferably from manufacturer background.
- Good command in English (with proven TOEIC score).
- Good interpersonal skills, and communication skills.
- Able to work well under pressure, open for flexibility and adaptability.
- Good knowledge in Thai labor laws.
- Initiative, and have excellent people skills.
- Able to travel to upcountry from time to time.

Welfare:

- Group medical insurance
- Provident Fund
- Social security
- Travel allowance (for upcountry travel)
- Employee uniforms
- Annual Company Trip or Year-End Party
- Performance-Based / Profit-Based Bonus
- Yearly salary adjustments

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明